

~~CONFIDENTIAL~~
TRAVEL DATA SHEET COVERING PERMANENT CHANGE OF STATION

1. NAME _____ 2. DATE _____
3. ORIGINATING STATION: _____ 4. DESTINATION STATION: _____
5. Employee is scheduled to Depart _____ (Actual Departure time to be furnished by employee upon arrival at destination)
6. Authorized Mode of Travel:
- | | | |
|---|--|---|
| <input type="checkbox"/> Common Carrier | <input type="checkbox"/> Government Transportation | <input type="checkbox"/> Privately Owned Auto |
| <input type="checkbox"/> Air | <input type="checkbox"/> Air | at _____ cents per mile |
| <input type="checkbox"/> Rail | <input type="checkbox"/> Motor | Not to exceed cost |
| <input type="checkbox"/> Vessel | <input type="checkbox"/> Vessel | by Common Carrier |
| | | More Advantageous to the Government |
7. ☐ Employee due no per diem for duty prior to departure from originating station.
- ☐ Employee paid per diem through _____ Additional per diem pay to time (Date and Hour) _____ of departure or to expiration of _____ calendar days, whichever is earlier, as follows: _____ days at _____ days at \$ _____ and _____ days at _____
8. ☐ No delay enroute has been scheduled. Delay enroute has been scheduled as follows.
- | Place(s) | Period(s) | Purpose(s) (Indicate "Duty" or "Leave") |
|----------|-----------|---|
| | | |
9. ☐ Transportation was purchased by government from _____ to _____ via _____ in the amount of _____ from _____ to _____ via _____ in the amount of _____. Charges transferred to destination on T/A _____ dated _____. Travel is scheduled via lowest first class accommodations available.
- ☐ Transportation was purchased by government from _____ to _____ via _____ in the amount of _____ of which _____ is excess. Excess has been paid by employee. Excess to be collected from employee. Charges transferred to destination on T/A _____ dated _____.
10. Employee's dependents authorized to travel with employee within one year, as follows: (Give relationship and age of each dependent and, if authorized travel differs from employee's travel in any respect, give details).
11. ☐ No travel advance was made to employee.
- ☐ Travel advance was made to employee in the amount of \$ _____ and charge transferred to destination station T/A _____ dated _____.

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12. Remarks: